

## ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
20 October - 26 October 1983I. Items or Events of Major Interest that have Occurred During the  
Preceding Week

A. Agency Telephone Directory: Final revisions have been received for the Fall, 1983 edition of the Agency Telephone Directory. Page proofs will be sent to the Office of Communications/Domestic Networks Division this week; and after approval, printed copies are scheduled for delivery by mid-November.

B. Office of Central Reference (OCR) Support: On 25 October, OL/P&PD representatives met with the Chief/Information Services Group (ISG)/OCR to discuss the conversion of Biographic Reports from NBI media to Wang floppy disks. On 1 November, OCR/ISG will totally convert to the Wang word processors, and a translation program for Wang-to-ETEC will be used to read Wang disks and subsequently producing typeset Biographic Reports. A communicating Wang to VM capability is also available as a backup.

C. ETECS Edit-I and Release 4: P&PD has completed the preliminary documentation requested by Atex, Inc. for hardware and software requirements for the upcoming Release 4 upgrade and the installation of the Edit-I System. As of this writing, initial hardware is scheduled for delivery the later part of December; and installation, testing, and training will take place through March 1984. The Office of Current Production and Analytic Support (O/CPAS) is reviewing the placement locations for the Edit-I sixteen terminals and four printers prior to P&PD initiating a request for conduit and coaxial cable installation.

D. OL/P&PD - JPRS Agreement: The Memorandum of Agreement between FBIS/JPRS and OL/P&PD on the P&PD takeover of JPRS printing functions has been signed by all parties. A meeting of the two components is scheduled for next week to begin preparation of an implementation plan.

E. Television Activities: A memorandum has been distributed to DO Support Officers through the SSA/DDA soliciting their responses to possible requirements for the conversion of foreign standard videotape.

F. DDI/Current Reporting Group (CRG) Support: In response to crisis briefing requirements by the DI/CRG, OL/P&PD/ Photography Branch produced over  30x40 briefing boards on the Saturday Midnight shift.

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II. Significant Events Anticipated During the Coming Week

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None



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